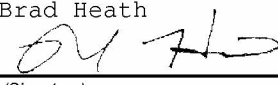


EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-08			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name Management Evaluation of SAAP			
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 03/07/2017 To 06/30/2017			
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
07/01/2016 To 06/30/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Frances Josephs <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 202-564-9541			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						FAX Number:			
						Branch/Mail Code:			
Other Agency Official Name Jamelya Curtis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-566-0369			
						FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>3/7/2017 (Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 415-972-3529			
						FAX Number:			
						Branch/Mail Code:			
						Phone Number: 513-487-2352			
						FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 0-08**

Title: Construction and Grant Management Evaluation of Special Appropriations Act Projects

Work Assignment Contracting Officer's Representative (WACOR):

Frances Josephs
US EPA
OWM (4204M)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
(202) 564-2871
josephs.frances@epa.gov

Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Jamelya Curtis
US EPA
75 Hawthorne Street (WTR1)
San Francisco, CA 94105
(415) 972-3529
curtis.jamelya@epa.gov

Period of Performance: March 7, 2017 through June 30, 2017

BACKGROUND:

From Fiscal Year (FY) 1992 through FY 2010, Congress appropriated funding for over 3,900 identified State and Tribal Assistance Grants (STAG) earmarked for water-related infrastructure construction projects. These projects have resulted in significant water quality benefits. However, STAG project administration continues to challenge both EPA Regions and Headquarters due to resource requirements needed to award, manage, and evaluate these projects. In order to address this need, the FY 2001 Appropriations Act (P.L. 106-377) contains a provision that allows EPA to set aside up to three percent of the amount of each post FY 2000 STAG project to fund the management and oversight of these projects. Through this provision, EPA uses contractor support to evaluate post FY 2000 STAG projects for compliance with the conditions of their EPA grant and for consistency with their work plan.

OBJECTIVE:

The objective of this work assignment is to evaluate post FY 2000 STAG projects on-site and/or remotely. The on-site evaluations (Task 1) are intended to assess physical progress of construction and evaluate the grantee's compliance with the conditions of their EPA grant and

work plan. Procurement reviews (Task 2) are intended to evaluate a grantee's established procurement system or the compliance of specific procurements with EPA regulations and Disadvantaged Business Enterprise (DBE) rules. Financial management reviews (Task 3) are intended to evaluate compliance with EPA's cost principles and the statutory cost-share requirement. Environmental review support (Task 4) and NEPA decision compliance monitoring of post FY 2000 STAG projects are to be performed as requested by the EPA Regions.

The secondary purpose of this work assignment is to provide technical support to grantees related to STAG project management and oversight. Grantees may need troubleshooting and technical assistance during the course of the project.

The following deliverables are anticipated during the Base Period. The contractor is not to exceed the anticipated number of deliverables without a formal amendment and direction from the EPA WACOR. Please note that the reviews could fall under any applicable task.

R4: 8 on-site reviews

R5: 6 on-site reviews

R6: 5 on-site reviews

R9: 6 reviews

TASK DETAIL:

Task 0: Work plan and Budget Development

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause, B.2 WORK ASSIGNMENTS (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); (c) a detailed estimate of travel expenses; and (d) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress reports and financial reports which shall conform to the requirements particularized to the REPORTS OF WORK clause in the contract.

In addition, a monthly LOE by task per Region template in the form of an excel spreadsheet will be provided by the WACOR prior to the issuance of the first invoice from the contractor, in order to track the actual work performed.

Task 1: Conduct On-site Project Evaluations

The contractor shall perform site visits for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter on-site evaluation (OSE) requests into a shared online file. Technical direction to schedule and perform OSEs will be provided once when this Work Assignment 0-08 is issued, and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer. After performing the requisite conflict of interest review, the contractor shall make arrangements to conduct a site visit for the assigned projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During an OSE, the contractor shall review the appropriate grant and construction documents and conduct a walkthrough of the project site. The contractor shall complete the review using the standard evaluation form (Attachments 1 and 2)¹ during the site visit. The completed evaluation form, accompanied by a cover letter highlighting key finding and recommendations, shall be considered the evaluation report that is the required deliverable for this task.

No more than two site visits shall occur for a given project under this Work Assignment, unless specifically directed by the WACOR. Likewise, site visits should not be scheduled within six months of the date of the previous OSE (under this Work Assignment or the previous one), unless specifically directed by the WACOR.

The contractor shall try to minimize travel costs by utilizing appropriate staff from contractor offices (main, branch, or other) in general proximity to the state locations. The contractor shall also group evaluations into one trip to the extent practicable.

Evaluations shall typically be one work day in length at the project site and should be performed by engineers (Professional Engineers or Engineers-in-Training) where feasible. Additional time shall be estimated for scheduling visits, travel to and from the project site, and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 1: An evaluation form (i.e., the standardized evaluation coversheet plus the on-site review insert) shall be completed for each OSE. (Note: in cases where two different reviews are performed together, i.e. an on-site review together with a financial management review, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment no later than 21 business days after the date of the OSE. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WAM, the project officer, and the grantee's representative.

Task 2: Conduct Procurement Reviews

The contractor shall evaluate procurement systems and procurement actions for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter procurement review (PR) and procurement system review (PSR) requests into a shared online file. Technical direction to schedule and perform PRs and PSRs will be provided once when this Work Assignment 0-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

¹ The contractor should be prepared for slight modifications to the evaluation form over the course of the WA based on feedback from the contractor, project officers, and grantees.

PR/PSRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote PRs, the contractor shall initiate the PR using the standard email templates provided by the WAM after performing the requisite conflict of interest review. For on-site PRs, the contractor shall notify the grantee of the PR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During a PR/PSR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 3).² Evaluations shall typically be one half to one full work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 2: An evaluation form (i.e., the standardized evaluation coversheet and all applicable PR/PSR inserts) shall be completed for each PR/PSR. (Note: in cases where two different reviews are performed together, i.e. an OSE together with a PR/PSR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the CL-COR, and the grantee's representative.

The contractor shall also prepare a summary table with an explicit list of key findings for each PR/PSR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall directly and completely describe the deficiencies encountered. Summary tables should be 1-2 pages in length in most cases (allowances will be made in circumstances where there are numerous contracts) and include regulatory references. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WAM **after** a final evaluation report has been distributed.

Task 3: Conduct Financial Management Reviews

The contractor shall review financial management of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter financial management review (FMR) requests into a shared online file. Technical direction to schedule and perform FMRs will be provided once when this Work Assignment 0-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

² The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

FMRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote FMRs, the contractor shall initiate the FMR using the standard email templates provided by the WAM after performing the requisite conflict of interest review. For on-site FMRs, the contractor shall notify the grantee of the FMR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During an FMR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 4).³ Evaluations shall typically be one quarter to one half a work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 3: An evaluation form (i.e., the standardized evaluation coversheet and FMR insert) shall be completed for each initial FMR.⁴ (Note: in cases where two different reviews are performed together, i.e. an OSE together with an FMR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment as soon as possible, but no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the CL-COR, and the grantee's representative.

The contractor shall also prepare a summary table for FMRs that clearly shows pertinent grant financials and key findings for each FMR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall clearly and completely describe any deficiencies encountered. Summary tables should be 1-2 pages in length in most cases. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

Task 4: Environmental Review Support

The contractor shall assist with the environmental review and NEPA decision compliance monitoring of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter environmental review (ER) requests into a shared online file. Technical direction to schedule and perform ERs will be provided once when this Work Assignment 0-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans,

³ The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

⁴ Only one full deliverable is required per grant per option period. The deliverable for follow-up FMR requests for the same grant will be a summary sheet only, unless otherwise directed by the EPA WACOR.

etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

ERs should be done remotely, but may be done on-site with permission from the WACOR. For remote ERs, the contractor shall initiate the ER using the standard email templates provided by the WAM after performing the requisite conflict of interest review. For on-site ERs, the contractor shall notify the grantee of the ER when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

In providing ER support, the contractor may be asked to perform any or all of the following tasks to support EPA's development, issuance, and/or implementation of a National Environmental Policy Act (NEPA) determination:

- prepare or review/evaluate assessments, studies and methodologies including: environmental information documents (EIDs), draft environmental assessments (EAs), draft finding of no significant impact (FNSI) determinations, draft categorical exclusion (CE) determinations, draft environmental impact statements (EISs), and documents addressing cross-cutting environmental statutes and Executive Orders;⁵
- analyze information regarding potential impacts including environmental, cultural, and public health impacts and review/propose mitigation measures to avoid or minimize impacts;
- review/evaluate documents such as: environmental studies and assessments, environmental audits, license and permit applications, and environmental management plans prepared by other federal agencies or license/permit applicants;
- prepare or review/evaluate field surveys/investigations and assessments, which may include wetlands and floodplain determinations, biological assessments, and endangered species, archaeological, cultural and historical resources determinations;
- review/evaluate statistical analyses, simulation models (e.g., groundwater or surface water flow regimes, air quality modeling, etc.), and reports on such analyses (e.g., analyses associated with EID/EA preparation, review of EAs and related technical documents prepared by other agencies, license and permit applicants, etc.);
- conduct literature surveys and communicate⁶ with other Federal/State/local agencies to obtain information relevant to the ER, including concurrence from "cross-cutter" agencies, as appropriate;
- prepare or review public notices, summaries of public comments received, and proposed responses to public comments.
- monitor construction of SAAP projects to ensure/facilitate compliance with mitigation measures developed to comply with NEPA and cross cutter laws, including on-site

⁵ EPA's NEPA compliance responsibilities include the "cross-cutter" statutes, i.e., Endangered Species Act, National Historic Preservation Act, the Executive Order on Environmental Justice and Executive Orders on wetlands, flood plains and farmland (see Attachment 5).

⁶ The contractor shall document all communications with any Federal/ State/Local agencies, copy the project officer on all written communications, and invite the project officer to participate in any telephone conversations or in-person meetings.

construction activity monitoring by (a) certified archaeologist(s) to ensure tribal artifacts and/or remains discovered during construction are dealt with in accordance with SAAP grant conditions, NEPA decisions, and/or MOUs/MOAs between EPA, recipients and/or other Federal agencies.

No legal services shall be performed under this work assignment unless prior written approval of the Office of General Counsel is received.

The basic NEPA compliance requirements are contained in:

- National Environmental Policy Act of 1969, 42 U.S.C. 4321, as amended
- Council on Environmental Quality (CEQ) Regulations for Implementing NEPA, 40 CFR Part 1500, as amended
- EPA Regulations for Implementing NEPA, 40 CFR Part 6

A complete list of statutes, regulations, Executive Orders, and guidance documents relevant to ERs of EPA grants is provided in Appendix 5.

Deliverables for Task 4: The deliverables for Task 4 will vary by grant and may include: an EID, a draft EA,⁷ a draft FNSI, a draft CE, a report on an assessment/study/assessment reviewed or performed by the contractor, copies of concurrence letters from cross-cutters, etc. The deadline for each deliverable will also vary by grant. ERs must proceed in a timely and orderly fashion, but given the uniqueness of every ER and the need to coordinate with multiple parties (e.g., the grantee, the project officer, cross-cutter agencies, etc.) deadlines will be set on an assignment-by-assignment basis with input from the contractor.

The contractor shall maintain an administrative record of all pertinent documents related to preparation of all work done under this task. All reports, studies, articles, records of telephone conversations with experts, etc., shall be provided to the project officer upon completion of each ER.

Task 5: Grantee Technical Support and Troubleshooting

The contractor shall provide technical support and troubleshooting expertise to grantees on subject matter areas covered during the course of the evaluations, if requested. The purpose of this technical support and troubleshooting is to improve grantees' understanding of the items being reviewed so that the evaluations can be completed appropriately. Examples of technical support and troubleshooting may include identifying federal requirements (e.g., for procurement), organizing project documentation, and properly counting invoices. This list is not exhaustive and is provided to illustrate typical issues that may arise during, or as a result of, an evaluation. For estimating purposes, it is expected that the contractor shall provide technical support and troubleshooting expertise amounting to no more than 5% of the total evaluation time allocated under Tasks 1 through 3 of the work assignment.

Deliverables for Task 5: Any technical or troubleshooting support shall be noted in the evaluation report for the project required under Tasks 1 - 3 of this work assignment, as well as in the monthly progress report.

⁷ See Attachment 6 for a sample table of contents for a draft EA.

Task 6: Work Assignment Progress Meeting and Progress Reports

The contractor shall have a monthly call with the WAM to ensure that any problems related to Tasks 1 - 3 are quickly identified, discussed, and corrected with minimum delay and to minimize potential misunderstandings. The monthly calls shall range from thirty (30) minutes to one hour in length and shall typically be held on the third Thursday of the month barring any scheduling conflicts (calls can be rescheduled to another day in the same month that is convenient for both the WAM and the contractor).

The contractor shall also provide a quarterly progress tracking and summary that lists the assigned projects, evaluations scheduled and performed, any technical or troubleshooting support provided, and a listing of completed evaluation reports. A master list of all evaluations completed by the contractor shall be maintained separately, but should assimilate all new information from each Quarterly Report.

Deliverables for Task 6: Quarterly progress tracking and summary reports for this work assignment are due by:

- June 30, 2017

The master list should be provided at the conclusion of the Work Assignment.

Task 7: Transitional Support

In the event that the contract will end with the contractor, the contractor will prepare a set of transitional materials so that work can proceed regardless of who is providing the services. Transitional materials could include, but will not be limited to preparation of standard operating procedures, checklists that detail various oversight responsibilities, or a reference guide detailing the project manager's responsibilities. Specific deliverables will be based on logistical discussions between the contractor, WACOR, and alternate WACOR, and will be assigned via technical direction.

OTHER REQUIREMENTS:

All travel (other than local travel) shall be approved in advance and shall be in accordance with the contract.

GOVERNMENT FURNISHED DATA

The WACOR shall provide the contractor access to, and copies of, relevant reports, regulations, papers, and guidance/training materials published by the Agency or produced by other contractors working on behalf of the Agency.

QUALITY ASSURANCE SURVEILLANCE PLAN

This work shall be conducted under the contractor's existing Quality Management Plan and does require a supplement Quality Assurance Project Plan. The requirements do include environmental measurements, etc., therefore this supplement Programmatic Quality Assurance Project Plan (PQAPP) is required. All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract

quality assurance surveillance plan regarding: management and communications, cost management and control, and quality of product/service.

IX. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA SAAP Grant Evaluation Coversheet

Evaluation information:

a. Type of review (*check all that apply*):

☐ On-site evaluation ☐ Financial management review ☐ Procurement review

b. Date of review: _____

c. Date of last financial management review: _____

d. Type of on-site evaluation (*check one*): ☐ Interim ☐ Final ☐ N/A

e. Type of financial management review (*check one*): ☐ Interim ☐ Final ☐ N/A

f. Type(s) of procurement(s) reviewed (*check all that apply and specify quantity*):

☐ Procurement Systems ☐ Noncompetitive (____) ☐ Small Purchase (____)

☐ Competitive Proposal (____) ☐ Sealed Bid (____) ☐ N/A

g. List all inserts included with this evaluation: _____

h. Evaluator's Name: _____ Firm: _____

Project information:

a. Project name: _____

b. EPA grant number: _____

c. Project owner (*name of municipality or utility including state*): _____

d. Name of primary grantee contact (*include phone number and e-mail address*): _____

e. Project description (*1-2 brief sentences*): _____

f. EPA grant project/budget period: from _____ to _____

g. Date grant-funded work started/anticipated: _____

h. EPA grant amount: \$_____

i. Current total estimated project costs: \$_____

j. Estimated % EPA grant dollars requested for reimbursement (*as of date of this evaluation*):
_____%

Overall Summary and Recommendations:

- a. Did the grantee facilitate all the necessary documentation and/or access to the site to enable the evaluator to review the project in accordance with EPA's request? _____

- b. Overall impression of project (*procurements, financial management, physical progress, etc.*):

- c. Change orders/amendments (*number & brief description*): _____

- d. For on-site evaluations, list material and equipment stored on site but not yet incorporated into the construction. _____

- e. Describe any deficiencies and items to be corrected: _____

- f. Follow-up items for subsequent evaluations: _____

- g. Any other recommendations or comments: _____

- h. Other related issues that may impact project (*e.g., another related project with a significant delay, pending claims*): _____

- i. Briefly note progress grantee has made in accomplishing outputs (typically the progress in construction) and outcomes (note: the outcome will typically be met after construction is complete) specified in the EPA grant agreement: _____

On-Site Evaluation Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Site Visit and Project Information

a. Facilities/sites visited: _____

b. On-site Representatives Present:

Grantee/Owner's Representative

Name _____ Firm _____ Title _____

Phone Number _____ E-mail Address _____

Owner Inspector

Name _____ Firm _____ Title _____

Phone Number _____ E-mail Address _____

A/E

Name _____ Firm _____ Title _____

Phone Number _____ E-mail Address _____

Contractor

Name _____ Firm _____ Title _____

Phone Number _____ E-mail Address _____

Other

Name _____ Firm _____ Title _____

Phone Number _____ E-mail Address _____

Other

Name _____ Firm _____ Title _____

Phone Number _____ E-mail Address _____

c. Discrepancies found between the as-built project and the Work Plan submitted to EPA:

d. Discrepancies found between the as-built project and the project plans (approved plans, shop drawings, and/or as-built plans): _____

e. Date construction started: _____

f. Estimated construction completion date (contractual): _____

g. Estimated % physical completion (*as of date of this evaluation*): _____%

Site Documentation: (active construction only)

- | | | |
|----|--|----------------|
| 1. | Are approved plans (with P.E. signature and seal) and specifications on-site or readily available? | Yes/No/NA/CNBD |
| 2. | Are A/E-approved shop drawings available on-site? | Yes/No/NA/CNBD |
| 3. | Is the contractor progress schedule available? | Yes/No/NA/CNBD |
| 4. | Is the permit to construct obtained and posted? | Yes/No/NA/CNBD |
| 5. | Are Engineer's/Inspector's reports available? | Yes/No/NA/CNBD |
| 6. | Do the Engineer's/Inspector's reports include: | |
| | a) Description of work activities? | Yes/No/NA/CNBD |
| | b) Equipment log (<i>utilized</i>)? | Yes/No/NA/CNBD |
| | c) Labor Schedule? | Yes/No/NA/CNBD |
| | d) Labor Utilized? | Yes/No/NA/CNBD |
| | e) Weather and site conditions? | Yes/No/NA/CNBD |

Field Work Performance:

- | | | |
|----|--|----------------|
| 1. | Does construction appear to be in accordance with the plans, specifications, change orders, and special construction techniques? | Yes/No/NA/CNBD |
| 2. | Are erosion and sediment control measures in place (active construction only)? | Yes/No/NA/CNBD |
| 3. | Are safety precautions and procedures in place (active construction only)? | Yes/No/NA/CNBD |
| 4. | Is construction proceeding (or was construction completed) according to schedule? | Yes/No/NA/CNBD |
| 5. | Are change orders adequately tracked and on file? | Yes/No/NA/CNBD |
| 6. | Are change orders approved by the A/E? | Yes/No/NA/CNBD |
| 7. | Are impacts (<i>scope and dollar amount</i>) of change orders adequately detailed and noted? | Yes/No/NA/CNBD |
| 8. | Are impacts of change orders on construction schedule adequately detailed and noted? | Yes/No/NA/CNBD |

Administrative and Material Control Documentation: (active construction only)

- | | | |
|----|---|----------------|
| 1. | Material tracking performed? | Yes/No/NA/CNBD |
| 2. | Material certifications on file? | Yes/No/NA/CNBD |
| 3. | Manufacturer's testing reports on file? | Yes/No/NA/CNBD |
| 4. | Manufacturer's guarantees/warranties on file? | Yes/No/NA/CNBD |
| 5. | Tracking of equipment received and installed? | Yes/No/NA/CNBD |
| 6. | Shop drawings/submittals on file with a log or register? | Yes/No/NA/CNBD |
| 7. | Material and field testing reports are on file (<i>e.g., soil & compaction, pipe pressure testing, etc.</i>)? | Yes/No/NA/CNBD |

Additional Questions for a Final Evaluation:

- | | | |
|----|---|----------------|
| 1. | Engineer's certification of project completion and punch list completion is on file? | Yes/No/NA/CNBD |
| 2. | As-built plans complete and available? | Yes/No/NA/CNBD |
| 3. | Grantee's letter of final acceptance is on file? | Yes/No/NA/CNBD |
| 4. | Grantee has satisfied the output and outcome requirements specified in the EPA grant agreement? | Yes/No/NA/CNBD |

Site Map and Photographs: Provide photographs of the project site and active construction work and, where possible, include a rough layout of the project with visited areas clearly labeled and correlated to the photographs.

Procurement System Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Procurement System Information:

- a. Grantee representative responsible for procurements:

Name _____ Title _____ Dept. _____
Phone Number _____ E-mail Address _____

Procurement System Review Checklist:

Contract Administration Standards

- | | |
|--|----------------|
| 1. Does the grantee maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders? | Yes/No/NA/CNBD |
| 2. Does the grantee have contract administration standards that ensure that goods and services are received, approved, and acceptable before payments are made? | Yes/No/NA/CNBD |
| 3. Does the grantee maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts? | Yes/No/NA/CNBD |
| 4. Does the grantee have written standards of conduct that address potential conflict of interests and include disciplinary action for any individual engaged in conducting and administering contracts or sub awards? | Yes/No/NA/CNBD |

General Procurement Standards

- | | |
|---|----------------|
| 5. Does the grantee provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative goods and services? | Yes/No/NA/CNBD |
| 6. Does the grantee maintain procurement standards to review lease vs. purchase alternatives (when appropriate)? | Yes/No/NA/CNBD |
| 7. Does the grantee maintain records sufficient to detail the significant history of procurement, including rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price? | Yes/No/NA/CNBD |
| 8. Does the grantee maintain procurement standards that include guidelines for documenting contract files? | Yes/No/NA/CNBD |
| 9. Does the grantee maintain procurement standards that include an assessment of contractor responsibility including a search in the Excluded Parties List (https://www.sam.gov/portal/public/SAM)? | Yes/No/NA/CNBD |
| 10. Does the grantee maintain procurement standards that stipulate that no contract will be entered into with parties that are debarred, suspended, or excluded from Federal assistance programs? | Yes/No/NA/CNBD |

- | | |
|---|----------------|
| 11. Does the grantee have protest procedures to handle and resolve disputes relating to their procurements? | Yes/No/NA/CNBD |
| 12. Does the grantee maintain procurement standards that require all contracts and agreements contain termination provisions and Federal access to contract records? | Yes/No/NA/CNBD |
| 13. Does the grantee maintain procurement standards that require solicitations have: a clear and accurate description of the services or items to be procured; a clear and accurate scope of work; minimum qualitative technical requirements; and features for materials, products, and services prospective bidders must meet? | Yes/No/NA/CNBD |
| 14. Does the grantee maintain procurement standards that seek full and open competition, without undue restrictions, including the use of statutorily or administratively imposed geographical preferences? | Yes/No/NA/CNBD |
| 15. Does the grantee maintain procurement standards that specify the minimum time period to be provided for the preparation of proposals and bids? If so, specify here: _____ | Yes/No/NA/CNBD |
| 16. Does the grantee maintain procurement standards that ensure required contract provisions (listed below) are included in the contract specifications? | |
| (a) Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees) | Yes/No/NA/CNBD |
| (b) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers) | Yes/No/NA/CNBD |
| (c) All applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738. (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000) | Yes/No/NA/CNBD |
| (d) Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871) | Yes/No/NA/CNBD |
| (e) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions | Yes/No/NA/CNBD |

- | | |
|---|----------------|
| (f) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed | Yes/No/NA/CNBD |
| (g) Awarding agency requirements and regulations pertaining to: (a) reporting; (b) patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract; and (c) copyrights and rights in data | Yes/No/NA/CNBD |
| 17. (a) Does the grantee maintain procurement standards that specify the type of contract to be awarded for different procurement types? | Yes/No/NA/CNBD |
| (b) Are the specified contracts appropriate? | Yes/No/NA/CNBD |
| (c) Is the use of time and material contracts properly restricted? | Yes/No/NA/CNBD |
| 18. Does the grantee maintain procurement standards that require the grantee to perform and document a cost or price analyses, as applicable, for all procurements? | Yes/No/NA/CNBD |

Disadvantaged Business Enterprise (DBE) Standards

- | | |
|--|----------------|
| 19. Does the grantee maintain procurement standards that ensure that DBEs are made aware of contracting opportunities to the fullest extent practicable: | |
| (a) Does the grantee maintain procurement standards that stipulate advertisement in trade journals or other sources target towards DBEs? | Yes/No/NA/CNBD |
| (b) Does the grantee maintain procurement standards that stipulate direct solicitation of DBEs? | Yes/No/NA/CNBD |
| (c) Does the grantee maintain procurement standards that provide for other outreach/recruitment activities? If "Yes," explain:
<hr/> | Yes/No/NA/CNBD |
| 20. Does the grantee maintain procurement standards that arrange time frames for contracts and establish delivery schedules that encourage or enable participation by DBEs (i.e. allowing 30 days for proposal/bid development whenever possible)? | Yes/No/NA/CNBD |
| 21. Does the grantee maintain procurement standards that enable prime contractors to subcontract with DBEs (i.e. by dividing work into smaller tasks/quantities)? | Yes/No/NA/CNBD |
| 22. Does the grantee maintain procurement standards that encourage contracting with a consortium of DBEs when a contract is too large for a single DBE firm to handle individually? | Yes/No/NA/CNBD |
| 23. Does the grantee maintain procurement standards that call upon the services of the Small Business Administration and Minority Business Development Agency for identifying and recruiting DBEs? | Yes/No/NA/CNBD |

Noncompetitive Procurement Standards

- | | | |
|-----|--|----------------|
| 24. | Does the grantee maintain procurement standards consistent with minimal federal requirements for noncompetitive (sole-source) procurement, including cost analysis and profit negotiation? | Yes/No/NA/CNBD |
| 25. | Does the grantee maintain procurement standards that require documentation of: any lack of competition; any justification for sole-source procurement; and the basis for award and price? | Yes/No/NA/CNBD |

Small Purchase Procurement Standards

- | | | |
|-----|---|----------------|
| 26. | Does the grantee specify an acquisition threshold for small purchase procurement? | Yes/No/NA/CNBD |
| 27. | Does the grantee have requirements in place which preclude the parceling of same, like or related items for small purchase procurement? | Yes/No/NA/CNBD |

Competitive Proposal Procurement Standards

- | | | |
|-----|--|----------------|
| 28. | Does the grantee maintain procurement standards consistent with minimal federal requirements for competitive proposal procurement, including the need for identifying all evaluation factors and their relative importance? | Yes/No/NA/CNBD |
| 29. | Does the grantee maintain procurement standards with the requirement to advertise (publish and/or solicit) requests for proposals/qualifications from a sufficient number of current and qualified sources? | Yes/No/NA/CNBD |
| 30. | Does the grantee maintain procurement standards that require profit negotiation when there is no price competition? | Yes/No/NA/CNBD |
| 31. | Does the grantee maintain procurement standards that limit qualifications-based procurement, without consideration of price, to A/E professional services only? | Yes/No/NA/CNBD |
| 32. | Does the grantee maintain procurement standards that allow for retention of an A/E services provider during construction only when either (a) the grantee received a planning or design grant from EPA and procured the A/E firm for that work in accordance with EPA regulations, (b) EPA approved noncompetitive procurement for these services, OR (c) the initial request for planning/design proposals stated the possibility of awarding a construction services sub agreement, the A/E firm was procured in accordance with EPA regulations, there is no conflict of interest between the grantee (including any of the grantee's employees, officers, or agents) and the A/E firm, AND the grantee (including any of the grantee's employees, officers, or agents) did not receive any gratuities or favors from the A/E firm. | Yes/No/NA/CNBD |

Sealed Bid Procurement Standards

- | | |
|---|----------------|
| 33. Does the grantee maintain procurement standards that provide for contract award to the lowest responsive and responsible bidder? | Yes/No/NA/CNBD |
| 34. Does the grantee maintain procurement standards that provide for the opening of bids the time and place specified in the IFB? | Yes/No/NA/CNBD |
| 35. Does the grantee maintain procurement standards that provide for a minimum of two bids? | Yes/No/NA/CNBD |
| 36. Does the grantee maintain procurement standards that specify the minimum bonding requirements (bid, performance and payment bonds)? | Yes/No/NA/CNBD |

Competitive Proposal Procurement Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Project Name: XXXXX

General Contract Information:

a. Contractor name and representative:

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

b. Contractor on Excluded Parties List? _____

c. Type of contract: _____

d. Contract number: _____

e. Contract amount (original): _____ (current): _____

f. Date contract awarded: _____

g. Request for Proposals (RFP) or Request for Qualifications (RFQ): _____

h. Number of advertisements (including repeat advertisements in the same source): _____

i. Number of days RFP/RFQ was publically advertised (count from date of first publication to closing date): _____

j. Number of potential firms directly solicited (Total) and number of Disadvantaged Business Enterprises (DBEs) firms directly solicited: _____ Total _____ DBEs

k. Number of days between last direct solicitation and closing date: _____

l. Number of proposals received (Total) and number of proposals received from DBE firms: _____ Total _____ DBEs

Procurement Review Checklist:

- | | |
|--|----------------|
| 1. Did grantee perform an independent estimate of contract cost pre-procurement? Explain basis for estimate: _____ | Yes/No/NA/CNBD |
| 2. Is the work described in the RFP/RFQ consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 3. Does the RFP/RFQ identify the method of award and provide for award only to responsible contractors? | Yes/No/NA/CNBD |
| 4. Does the RFP/RFQ identify the evaluation factors and their relative importance? | Yes/No/NA/CNBD |
| 5. Is price included as an evaluation factor? | Yes/No/NA/CNBD |
| 6. Does the RFP/RFQ identify the type of contract to be awarded? | Yes/No/NA/CNBD |

Attachment 3a

- | | |
|---|----------------|
| 7. Does the RFP/RFQ include the need to comply with all applicable Acts, Executive Orders, and DBE rules? | Yes/No/NA/CNBD |
| 8. Does the RFP/RFQ include all language required by the Terms and Conditions of the grant award? | Yes/No/NA/CNBD |
| 9. Does the RFP/RFQ place requirements on contractors that could restrict competition? If "Yes," Explain: _____ | Yes/No/NA/CNBD |
| 10. a) Did grantee select the responsible contractor having most advantageous proposal? | Yes/No/NA/CNBD |
| b) Was price considered as a factor in the selection? | Yes/No/NA/CNBD |
| 11. Did grantee perform a cost analysis to determine reasonableness of cost? | Yes/No/NA/CNBD |
| 12. Did grantee negotiate profit? | Yes/No/NA/CNBD |
| 13. Is the contract type either fixed price or cost plus fixed fee with a ceiling? | Yes/No/NA/CNBD |

Noncompetitive Procurement Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information.

Project Name: XXXXX

General Contract Information:

- a. Contractor name and representative:

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

- b. Contractor on Excluded Parties List? _____

- c. Type of contract: _____

- d. Contract number: _____

- e. Contract amount (original): _____ (current): _____

- f. Date contract awarded: _____

- g. Justification for a noncompetitive award: _____

Procurement Review Checklist:

- | | |
|---|----------------|
| 1. Did grantee perform an independent estimate of project cost pre-procurement? | Yes/No/NA/CNBD |
| 2. Is the item to be procured available only from a single source? | Yes/No/NA/CNBD |
| 3. Is there a public exigency or emergency that will not permit a delay resulting from competitive solicitation? | Yes/No/NA/CNBD |
| 4. Is another justification for noncompetitive procurement provided? If "Yes," explain: _____ | Yes/No/NA/CNBD |
| 5. a) Do the contract/technical specifications clearly describe the project scope (extent with itemized quantities) and reference industrial standards for material quality/construction practices? | Yes/No/NA/CNBD |
| b) Are the items (type/quantity) consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 6. Do the contract specifications include the need to comply with all applicable Acts, Executive Orders, and Disadvantaged Business Enterprise rules? | Yes/No/NA/CNBD |
| 7. Do the contract specifications include all language required by the Terms and Conditions of the grant award? | Yes/No/NA/CNBD |
| 8. Did grantee perform a cost analysis and negotiate profit? | Yes/No/NA/CNBD |
| 9. Is the contract type either fixed price or cost plus fixed fee with a ceiling? | Yes/No/NA/CNBD |

Sealed Bid Procurement Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Project Name: XXXXX

General Contract Information:

- a. Contractor name and representative:

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

- b. Contractor on Excluded Parties List? _____

- c. Type of contract: _____

- d. Contract number: _____

- e. Contract amount (original): _____ (current): _____

- f. Date contract awarded: _____

- g. Number of advertisements (including repeat advertisements in the same source): _____

- h. Number of days Invitation for Bid was publically advertised (count from date of first publication to bid opening date): _____

- i. Number of potential contractors directly solicited (Total) and number of Disadvantaged Business Enterprises (DBEs) directly solicited: _____ Total _____ DBEs

- j. Number of days between last direct solicitation and bid opening date: _____

- k. Number of bids received (Total) and number of bids received from DBEs:
_____ Total _____ DBEs

Procurement Review Checklist:

- | | |
|---|----------------|
| 1. Did grantee perform an independent estimate of project cost pre-procurement? | Yes/No/NA/CNBD |
| 2. Is the project (type/objective) described in the Notice to Bidders consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 3. Does the Notice to Bidders identify the time and place of bid opening? | Yes/No/NA/CNBD |
| 4. Does the Notice to Bidders advertise that the lowest, responsive, and responsible bidder will be selected and clearly establish the basis for determining lowest bid and responsiveness? | Yes/No/NA/CNBD |
| 5. Does the Notice to Bidders identify the type of contract to be awarded? | Yes/No/NA/CNBD |
| 6. Were all addenda to the bid package acknowledged by all bidders? | Yes/No/NA/CNBD |
| 7. Do the contract specifications include the bonding requirements? | Yes/No/NA/CNBD |

- | | | |
|-----|--|----------------|
| 8. | Do the contract specifications include the need to comply with all applicable Acts, Executive Orders, and DBE rules? | Yes/No/NA/CNBD |
| 9. | Do the contract specifications include all language required by the Terms and Conditions of the grant award? | Yes/No/NA/CNBD |
| 10. | a) Do the contract/technical specifications clearly describe the project scope (extent with itemized quantities) and reference industrial standards for material quality/construction practices? | Yes/No/NA/CNBD |
| | b) Are the items (type/quantity) consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 11. | Do the contract specifications place requirements on contractors that could restrict competition? If "Yes," Explain: _____ | Yes/No/NA/CNBD |
| 12. | Were bids publically opened at the prescribed time and place? | Yes/No/NA/CNBD |
| 13. | Did the grantee receive at least two bids? | Yes/No/NA/CNBD |
| 14. | Did grantee select the lowest bid? If "No," Explain: _____ | Yes/No/NA/CNBD |
| 15. | Did grantee perform a price analysis (itemized tabulation of all bid items and summary of bids from all bidders) to determine reasonableness of cost? | Yes/No/NA/CNBD |
| 16. | Is approval of contractor selection documented? | Yes/No/NA/CNBD |
| 17. | Is the contract a fixed-price (lump sum or unit price) contract? | Yes/No/NA/CNBD |
| 18. | Is the contract amount in accordance with the selected contractor's bid? | Yes/No/NA/CNBD |
| 19. | Does the contract include all required bonds (5% bid bond, 100% performance bond, 100% payment bond)? | Yes/No/NA/CNBD |
| 20. | Is a Notice to Proceed signed and dated by both parties? | Yes/No/NA/CNBD |

Small Purchase Procurement Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Project Name: XXXXX

General Contract Information:

- a. Contractor name and representative:

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

- b. Contractor on Excluded Parties List? _____

- c. Type of contract: _____

- d. Contract number: _____

- e. Contract amount (original): _____ (current): _____

- f. Date contract awarded: _____

- g. Number of quotes solicited and received: _____ Solicited _____ Received

Procurement Review Checklist:

- | | |
|---|----------------|
| 1. Did grantee perform an independent estimate of project cost pre-procurement? | Yes/No/NA/CNBD |
| 2. Is the procurement for less than \$100,000? | Yes/No/NA/CNBD |
| 3. Did grantee request quotes from more than one qualified source? | Yes/No/NA/CNBD |
| 4. a) Do the contract/technical specifications clearly describe the project scope (extent with itemized quantities) and reference industrial standards for material quality/construction practices? | Yes/No/NA/CNBD |
| b) Are the items (type/quantity) consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 5. Do the contract specifications include the need to comply with all applicable Acts, Executive Orders, and Disadvantaged Business Enterprise rules? | Yes/No/NA/CNBD |
| 6. Do the contract specifications include all language required by the Terms and Conditions of the grant award? | Yes/No/NA/CNBD |
| 7. Did grantee perform a price analysis to determine reasonableness of cost? | Yes/No/NA/CNBD |
| 8. Did grantee select the lowest quote or provide justification for selecting other than the lowest quote? | Yes/No/NA/CNBD |
| 9. Is the contract type either fixed price or cost plus fixed fee with a ceiling? | Yes/No/NA/CNBD |

Financial Management Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information.

Accounting Overview

- | | |
|---|----------------|
| 1. Do claimed costs correctly correspond to the eligible cost categories in the grant agreement? | Yes/No/NA/CNBD |
| 2. Do claimed costs correctly correspond to the eligible work as described in the EPA Approved work plan? | Yes/No/NA/CNBD |

Accounting of Procured Services:

- | | |
|--|----------------|
| 1. Is the grantee claiming only those costs incurred through contracts for which EPA (or a representative of EPA) has reviewed procurement? | Yes/No/NA/CNBD |
| 2. Does accounting for this project separate ineligible items (<i>if applicable</i>) and list engineering costs, administrative costs, legal costs, and actual construction costs by contract? | Yes/No/NA/CNBD |
| 3. Do contractor's applications for payment identify: | |
| a) Payment amount? | Yes/No/NA/CNBD |
| b) Percent or items of work complete? | Yes/No/NA/CNBD |
| c) Materials on-site? | Yes/No/NA/CNBD |
| d) Change orders? | Yes/No/NA/CNBD |
| e) Verified by A/E? | Yes/No/NA/CNBD |
| 4. Do A/E invoices for payment identify: | |
| a) Payment amount? | Yes/No/NA/CNBD |
| b) Services provided? | Yes/No/NA/CNBD |
| c) Percent completed or hours billed? | Yes/No/NA/CNBD |
| d) Amendments | Yes/No/NA/CNBD |
| 5. Are all contractor and A/E invoices and payments documented? | Yes/No/NA/CNBD |

Accounting of Force Account:

- | | |
|---|----------------|
| 1. Are force account charges included in grantee's reimbursement requests? | Yes/No/NA/CNBD |
| 2. Are the grantee's reimbursement requests supported by: | |
| a) Time sheets for direct labor? | Yes/No/NA/CNBD |
| b) Invoices for material purchase? | Yes/No/NA/CNBD |
| c) Invoices for equipment usage? | Yes/No/NA/CNBD |
| 3. Do the grantee's time sheets list work under this grant separately from other work done by employees? | Yes/No/NA/CNBD |
| 4. Is the grantee adhering to its EPA-approved cost allocation plan/indirect cost proposal? | Yes/No/NA/CNBD |
| 5. Is the grantee using an independent resident inspector to inspect construction work? | Yes/No/NA/CNBD |
| 6. Does the grantee purchase equipment and materials through an annual contract with a specific vendor? Explain how the grantee procures materials/equipment: | Yes/No/NA/CNBD |
| <hr/> | |

Disbursements:

- | | |
|--|----------------|
| 1. Are invoices properly attributed to the appropriate funding sources (<i>i.e., not double-counted</i>)? | Yes/No/NA/CNBD |
| 2. Are requested grant disbursements from EPA adequately documented and consistent (<i>within 10%</i>) with work completed and/or material delivered and stored? | Yes/No/NA/CNBD |
| 3. Is reimbursement being requested based on incurred cost and not earlier? | Yes/No/NA/CNBD |
| 4. Are all claimed costs (including pre-award costs) within the grant/project period? | Yes/No/NA/CNBD |
| 5. Are correct funding percentages being maintained? (<i>i.e., limited to the % specified in the EPA grant</i>) | Yes/No/NA/CNBD |

ATTACHMENT 5

Environmental Review Statutes, Regulations, Executive Orders, and Guidance

Statutes

1. National Environmental Policy Act (NEPA), 42 U.S.C 4321 et seq.
2. Section 309 and/or other sections of the Clean Air Act
3. Section 404 and/or other sections of the Clean Water Act
4. Section 102 and/or other sections of the Marine Protection, Research, and Sanctuaries Act
5. National Historic Preservation Act
6. Archeological and Historic Preservation Act
7. Native American Graves Protection and Repatriation Act
8. American Indian Religious Freedom Act
9. Endangered Species Act
10. Marine Mammals Protection Act
11. Magnuson-Stevens Fishery Conservation and Management Act
12. Fish and Wildlife Coordination Act
13. Migratory Bird Treaty Act
14. Bald and Golden Eagle Protection Acts
15. Coastal Zone Management Act
16. Coastal Barrier Resources Act
17. Safe Drinking Water Act
18. Farmland Protection Policy Act
19. Wild and Scenic Rivers Act
20. Wilderness Act
21. Rivers and Harbor Act
22. Land and Water Conservation Fund Act
23. Noise Control Act
24. Resource Conservation and Recovery Act
25. Comprehensive Environmental Response, Compensation and Liability Act
26. Emergency Planning and Community Right-to-Know Act
27. Pollution Prevention Act
28. Occupation Safety and Health Act
29. Antarctic Science, Tourism, and Conservation Act
30. Trade Act of 2002

Regulations

1. CEQ regulations implementing NEPA, 40 CFR Part 1500
2. EPA regulations implementing NEPA, 40 CFR Part 6
3. EPA regulations on ocean dumping, 40 CFR Parts 220-228
4. EPA regulations on disposal of dredged or fill material, 40 CFR Parts 230-231
5. EPA regulations for the Municipal Wastewater Treatment Works Construction Grants Program, 40 CFR Part 35
6. EPA regulations for Public Participation in programs under the Resource Conservation and Recovery Act, Safe Drinking Water Act, and Clean Water Act, 40 CFR Part 25
7. EPA regulations on the import and export of hazardous wastes, 40 CFR Parts 260-265

8. U.S. Army Corps of Engineers regulations, 33 CFR 320-330

Executive Orders

1. EO 11988 -- Floodplain Management
2. EO 11990 -- Protection of Wetlands
3. EO 12898 -- Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
4. EO 13045 -- Protection of Children from Environmental Health Risks and Safety Risks
5. EO 11593 -- Protection and Enhancement of the Cultural Environment
6. EO 13175 -- Consultation and Coordination with Indian Tribal Governments
7. EO 13007 -- Indian Sacred Sites
8. EO 13186 -- Responsibility of Federal Agencies to Protect Migratory Birds
9. EO 13089 -- Coral Reef Protection
10. EO 13101 -- Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition
11. EO 13148 -- Greening The Government Through Leadership in Environmental Management
12. EO 13123 -- Greening the Government Through Efficient Energy Management
13. EO 13141 -- Environmental Review of Trade Agreements

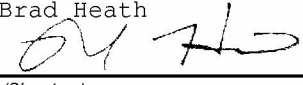
Guidance

1. U.S. Army Corps of Engineers, Wetlands Delineation Manual, 1987
2. U.S. Fish and Wildlife Service, Habitat Evaluation Procedures (HEP)
3. U.S. Army Corps of Engineers, Hydrogeomorphic (HGM) Approach for Assessing Wetland Functions

ATTACHMENT 6
Sample Table of Contents for Environmental Assessments

Executive Summary

- 1. Introduction**
 - 1.1 Introduction
 - 1.2 Background
- 1. Proposed Action**
 - 1.1 Summary of the Proposed Action
 - 1.2 Effluent Limitations and New Source Performance Standards under the MSGP
 - 1.3 Documents Incorporated by Reference
- 3. Affected Environment**
 - 3.1 Introduction
 - 3.2 Physical Resources
 - 3.2.1 Earth Resources
 - 3.2.2 Water Resources
 - 3.2.3 Air Quality
 - 3.2.4 Noise Environment
 - 3.3 Biological Resources
 - 3.3.1 Vegetation
 - 3.3.2 Wildlife
 - 3.3.3 Threatened & Endangered Species
 - 3.3.4 Species of Concern
 - 3.4 Socioeconomic Resources
 - 3.4.1 Land Use
 - 3.4.2 Population and Housing
 - 3.4.3 Transportation
 - 3.4.4 Demographics
 - 3.4.5 Regional Economy
 - 3.4.6 Cultural Resources
 - 3.4.7 Recreation
 - 3.4.8 Environmental Justice
- 4. Environmental Consequences**
 - 4.1 Introduction
 - 4.2 Physical Resources
 - 4.2.1 Earth Resources
 - 4.2.2 Water Resources
 - 4.2.3 Air Quality
 - 4.2.4 Noise Environment
 - 4.3 Biological Resources
 - 4.3.1 Vegetation
 - 4.3.2 Wildlife
 - 4.3.3 Threatened & Endangered Species
 - 4.3.4 Species of Concern
 - 4.4 Socioeconomic Resources
 - 4.4.1 Land Use
 - 4.4.2 Population and Housing
 - 4.4.3 Transportation
 - 4.4.4 Demographics
 - 4.4.5 Regional Economy
 - 4.4.6 Cultural Resources
 - 4.4.7 Recreation
 - 4.4.8 Environmental Justice
- 5. Cumulative Impacts**

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-16			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name Technical Support for PQRs			
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 03/23/2017 To 06/30/2017			
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:			LOE:				
07/01/2016 To 06/30/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:					Cost/Fee		LOE:		
Cumulative Approved:					Cost/Fee		LOE:		
Work Assignment Manager Name Elizabeth Ragnauth <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-3161 FAX Number:		
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:		
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:		
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>3/23/2017 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:		

**Performance Work Statement
Contract EP-C-16-003
Work Assignment 0-16**

Title: Technical Support for NPDES Program and Permit Quality Reviews

Work Assignment Contracting Officer's Representative (WACOR):

Beth Ragnauth Phone: (202) 564-3161 Fax (202) 564-9544 ragnauth.elizabeth@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Sharmin Syed Phone: (202) 564-3052 Fax (202) 564-9544 syed.sharmin@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135F Washington, DC 20004
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Period of Performance: March 23, 2017 through June 30, 2017

Background: An important component of a healthy National Pollutant Discharge Elimination System (NPDES) Program is permit quality. Program and Permit Quality Reviews (PQRs) allow permitting authorities (during both issuance and oversight processes) to obtain information about the functioning of various aspects of the program and its potential to maintain and improve water quality.

This is particularly important as EPA works to achieve the goals of ensuring waters support designated uses or improving water segments and protecting streams from becoming impaired (maintaining uses). Permits that are written to meet these goals are critical in combination with other Clean Water Act water quality programs in achieving these objectives.

The NPDES program has used a variety of tools over the course of the last three decades to enhance program and permit quality. These methods have included reviews of draft permits using standard checklists, and PQRs. Reviews can be used to enhance specific programs or determine where additional guidance is needed. Most importantly, program and permit quality reviews can be used to improve the integrity of the program and will help EPA improve our ability to measure the success of the program.

Through this review mechanism, EPA promotes national consistency, identifies successes in implementation of the base NPDES program, as well as opportunities for improvement in the

development of NPDES permits. The findings of the reviews may be used to identify areas for training or guidance and to identify or assist states in determining any needed action items to improve their NPDES programs.

Under this work assignment, EPA seeks support in updating draft methodology to allow EPA regions to manage the reviews, and assistance with conducting reviews of state programs and drafting reports outlining the results of the reviews. This scope of work includes implementation of permit quality reviews and results management.

Scope of Work:

This work assignment provides support to the Water Permits Division (WPD) to implement permitting oversight through a quality review process, as well as finalizing tools to ensure continual improvement of the NPDES permitting program. The Contractor shall provide technical support to EPA for the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

Task 0: Kickoff Meeting

A kickoff meeting shall be held at EPA's office in Washington, D.C. This meeting will facilitate introductions among contractor's lead staff for this work assignment and appropriate EPA staff and WACOR, review the work statement, and allow for clarification of the work to be performed. This meeting may be held before the work plan is submitted to EPA.

Task 0 Deliverables: There are no deliverables associated with this task.

Task 1: Technical and Administrative Support for Implementing PQRs

The contractor shall support the implementation of:

- Up to three (3) Region-led PQRs during the period of performance;
- One (1) headquarters-led PQR of Region-issued permits for facilities on tribal lands and U.S. territories;
- Final formatting and copy review of up to two (2) reports completed by EPA regional offices.

Implementation of these reviews include planning and coordination with EPA headquarters and EPA regional staff, and review of permits in accordance with existing SOPs, consisting of both a comprehensive program review and topic specific reviews. Task 1 should be supported by staff with at least 10 years of experience writing and/or reviewing NPDES permits; alternate experience may be substituted at the discretion of the EPA work assignment manager.

The tentative schedule for upcoming Region-led PQRs is as follows:

PQR No.	PQR Topic/Type	Schedule (tentative)
#1	Regional PQR (Region 4): Jackson, Mississippi	Week of April 3, 2017
#2	Regional PQR (Region 3): Maryland	May 2017
#3	Regional PQR (Region 6): Louisiana	June 2017

The contractor shall support EPA in implementing these reviews. This shall include the collection of permits and fact sheets from permitting authorities identified by regional staff, regulations, and policies, as appropriate. PQRs are conducted using the Standard Operating Procedures and tools currently posted on EPA's NPDES website:

<https://www.epa.gov/npdes/npdes-permit-quality-review-standard-operating-procedures>

The contractor shall support WPD in conducting site visits for up to three Region-led reviews. Each PQR will consist of approximately 10 permits from the states listed above. The details of the number of site visits and permits reviewed may be adjusted by the WACOR based on the unique characteristics of each state and region. Typically, contractor staff review no more than six permits per state.

The contractor shall review materials prior to any site visits, discuss preliminary review findings with EPA, and participate in site visits to regional and state offices. Site visits involve reviewing permit files and administrative records for core review permits, assisting EPA in interviewing permit writers and understanding the complete permit writing process within the State.

The headquarters-led review will require no travel or site visits. Desktop reviews of permits, fact sheets, and applications will be used for this review. In addition, some background research, primarily phone interviews and email communications with personnel in EPA's regional offices, will be required in order to obtain sufficient information to draft the background and process portions of the report.

The contractor shall develop a draft report providing a comprehensive summary of findings and recommendations from the core reviews following the site visits, including draft recommendations for improving quality of permits within specific regions and/or permitting authorities, using the report template developed by EPA (available with the SOP documents referenced above). Examples of complete reports can be found online at <https://www.epa.gov/npdes/regional-and-state-npdes-pqr-reports>. For reviews supported by the contractor, the contractor typically drafts the background sections and the Core Review Findings section, and the appropriately associated portions of the Action Items section. In the event of headquarters PQRs, EPA may request additional permit reviews and drafting of report language for other sections of the report such as the national topic areas. On rare occasions, EPA may request the contractor perform similar additional reviews and develop report language for Region-led reviews.

The contractor shall edit and finalize reports after they have undergone reviews by EPA headquarters, regions and states. This includes assisting EPA in finalizing reports for regions

previously conducted in addition to developing and finalizing reports for the upcoming reviews. This may include assistance with formatting drafts and using the Word template.

Task 1 Deliverables: The contractor shall provide draft reports 30 days after PQR site visit is completed. EPA will review draft reports and provide comments back to contractor within 30 days of receipt of draft report. The contractor shall provide the final draft report within 7 business days after receipt of EPA comments.

Task 2: Develop PQR Tools

The contractor shall assist in the development and/or updating of tools to support the FY18-22 PQR cycle. This may include formatting draft documents or editing existing documents to reflect process changes that will be implemented in the new cycle. This includes drafting new tools to assess national topic areas that are not part of the current PQR process.

Task 2 should be supported by staff experienced in both writing and/or reviewing NPDES permits and developing standard evaluation tools. Additional support will be needed from staff with experience creating and formatting documents such as checklists, standard operating procedure manuals, and report templates in both Word and PDF formats. Ideally, one staff member supporting this task should have direct experience using existing PQR tools.

Task 2 Deliverables: The contractor shall provide draft tools/summaries within 10 business days after WACOR request for draft PQR tools through written technical directives. EPA will review draft documents and provide comments back to contractor within 30 days of receipt of draft documents. Final tools/summaries are due 7 business days from receipt of EPA comments. Final documents should be provided in both Word and PDF formats.

Task 3: Regional Assistance

The contractor shall assist in the review of state materials, such as standard conditions and templates, as needed by EPA regions in conducting PQRs as outlined in Task 1, to ensure compliance with the Clean Water Act and appropriate NPDES regulations at 40 CFR part 122. Comments will be due 14 days from receipt of documents from EPA.

Other Requirements

Quality Assurance Statement

A quality assurance project plan (QAPP) is not required for Tasks 1-3 of this project because they do not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.

Reporting and Deliverables

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA

immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

Travel

This work assignment requires domestic travel to regional and/or state offices under this scope of work to support information collection activities. For purposes of costing, assume one person, for a duration of 3 days and 2 nights, for each of the reviews, and assume travel is to state capitals for region-led reviews. Additional local travel may be expected under this work assignment. All travel other than local travel shall be approved in advance by the project officer and shall be in accordance with the contract.

QUALITY ASSURANCE SURVEILLANCE PLAN

The following performance measures will apply to work under this work assignment

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the performance of work assignment 0-16, the Contractor shall immediately inform EPA of any issue that may potentially impact project schedules.	The Contractor shall maintain contact with the CL-COR and Work Assignment Contracting Officer's Representative throughout the performance of the contract and identify any issues or concerns to the appropriate EPA person prior to occurrence. In cases where issues have a direct impact on project schedules and cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	The CL-COR and Work Assignment Contracting Officer's Representative will allocate the time needed to discuss and address all issues identified by the Contractor. They will document and maintain a complete record of the issues, agreements and outcome. They will review monthly progress reports for indicators of communications problems and will bring issues to the Contractor's immediate attention.	Any issues that impact project schedules that are not brought to the attention of the appropriate CL-COR or Work Assignment Contracting Officer's Representative before occurrence will be unsatisfactory. Two or more incidents during this work assignment option period will be reported as unsatisfactory performance in the CPARS Evaluation System.
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical. The Contractor shall immediately inform EPA of any issue that may potentially impact project costs.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress, contract and individual work assignment level expenditures. The Project Officer shall review the Contractor's monthly progress reports and request the WACOR's verification of expenditures and technical progress before authorizing invoice payments.</p> <p>The WACOR will maintain regular contact with the Contractor's designated work assignment manager /project manager to discuss work assignment progress and expenditure. The WACOR will review the Contractor's monthly progress report and invoice and provide feedback to the Project Officer on payment.</p>	Any issues that impact project costs should be brought to the attention of the CL-COR and Work Assignment Contracting Officer's Representative. An overrun that exceeds 4% of the total obligation that is the direct result of the Contractor's failure to manage and control cost will result in an unsatisfactory rating being reported to the CPARS Evaluation System.
Technical Analyses: The Contractor shall collect and analyze data in support of the Agency decision-making. The Contractor shall immediately inform EPA of any issue that may potentially impact the project.	The analyses conducted by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments. Any work requiring the contractor provided options or recommendations shall include the rationale use in selecting the option/recommendation and all other options considered.	The appropriate CL-COR and Work Assignment Contracting Officer's Representative will review all analyses conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.	All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. If after reviewing the Contractor's analysis, EPA determines that the content is not factual, legally defensible or based on sound science and engineering, The Contractor's performance will be reported as unsatisfactory in the CPARS Evaluation System.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-17			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name NPDES Animal Ag & Adaptation			
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 03/01/2017 To 06/30/2017			
Comments:									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
07/01/2016 To 06/30/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Jennifer Molloy						Branch/Mail Code:			
_____ (Signature)						_____ (Date)			
Project Officer Name Tangela Cooper						Phone Number: 202-564-1939			
_____ (Signature)						_____ (Date)			
Other Agency Official Name						FAX Number:			
_____ (Signature)						_____ (Date)			
Contracting Official Name Brad Heath						Branch/Mail Code:			
_____ (Signature)						_____ (Date)			
2/28/2017						Phone Number: 513-487-2352			
_____ (Signature)						_____ (Date)			
						FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 0-17**

Title: Technical Support for the Implementation of the NPDES CAFO Program, Animal Agriculture Partnerships, the Nutrient Recycling Challenge, and NPDES Program Adaptation Tools (short title: NPDES Animal Ag & Adaptation)

Work Assignment Contracting Officer's Representative (WACOR)

Jennifer Molloy (4203M)
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Alternative Work Assignment Contracting Officer's Representative (AWACOR)

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Period of Performance: March 1, 2017 through June 30, 2017

Background Information:

The NPDES Concentrated Animal Feeding Operation (CAFO) program currently implements measures to prevent and abate pollutant discharges from animal agriculture activities. EPA continues to refine an integrated animal agricultural strategy to improve the environmental performance of animal agriculture through both regulatory and non-regulatory initiatives. The strategy includes supporting State and EPA permitting programs, exploring solid science and technology-based options for more effective management of manure and other AFO pollutants, and harnessing partnerships to improve awareness and encourage voluntary adoption of more effective water quality measures.

The National Water Program strategy to develop adaptation tools for the NPDES program, originally drafted in 2014 and updated periodically, is a multi-faceted approach to ensure that the NPDES program has permit-related tools, data and other information for permit writers and permittees to address challenges associated with changes in precipitation and run-off, higher and lower base flows, drought, rising sea levels, storm surges, ambient water temperature and other related factors.

Scope of Work:

The administrative and technical tasks provided by the contractor under this work assignment shall support EPA's implementation of all areas noted above. The contractor will not be involved in Agency policy or decision making. More specific details concerning the tasks outlined below shall be provided to the contractor through written technical directives from the EPA WACOR in accordance with the technical direction clause of the contract.

Task 1. State and Tribal Initiatives to Improve Manure Management

EPA seeks to provide support to State and Tribal CAFO programs in the form of contractor assistance and EPA specialist input to develop specific elements of the program to improve manure management. The State or Tribal program can propose an array of projects as long as there is reasonable demonstration of sustainable environmental improvement. Projects may be improvements to the regulatory program; supplements to the regulatory program; or actions that will target improved manure management at

facilities without permit coverage. Examples of potential projects include: training technical service providers to develop NMPs; developing manure transfer programs; or developing robust technical standards. With fewer and fewer CAFOs obtaining NPDES permit coverage, projects that will provide water quality improvements for discharges at all types of operations are desirable. Examples of contractor assistance include: drafting permit, rule or guidance language; conducting data analyses or modeling; organizing and/or providing training on developing NMPs; conducting livestock operation inspections, water quality or soil sampling or other field investigations; setting up databases; compiling information; or other task directly related to improving manure management. This project seeks to support 2 (possibly more) projects per year at up to \$40,000 in contractor assistance per project (LOE will vary depending on the types of service needed).

Project 1. Confederated Tribe and Bands of the Yakama Nation with Region 10: Under a prior contract, EPA worked with the Yakama Tribe to develop nutrient management program language that can be incorporated into Tribal Codes. In Phase II of this project under this work assignment, the contractor will assist the Tribe and its advisors to develop an implementation plan for the Tribe's Nutrient Management Program. The plan will include items such as working with BLM, to incorporate nutrient management provisions into lease agreements; developing monitoring/verification mechanisms; providing some training/education for the Yakama Tribe to use in implementing the Nutrient Management Program.

Project 2. Vermont DEC with Region 1: Phosphorus TMDL wasteload allocations for Lake Champlain have implications for dairy operations in the watershed, particularly in Vermont where required best management practices are required for all livestock operations. Dairy producers in Vermont are considering converting from confined to pasture-based operations. To support this decision-making, a consortium of partners is undertaking assessments of water quality, social and economic indicators. In consultation with the partners, the contractor will support the compilation and analysis (i.e., through modeling and/or other methods) of water quality-based indicators, i.e., implications for nutrient and/or pathogen delivery to surface waters, with cattle on pasture versus in confined operations.

Project 3. Western Lake Erie Basin States with Region 5: The Western Lake Erie Basin is a very ag intensive area, with both animal and crop agriculture contributing nutrients to western Lake Erie. In recent years, harmful algal blooms in the western part of the Lake, and even temporary closure of the Toledo drinking water system, have occurred. In Phase I of this project EPA provided an information summary of the status of agriculture in the Watershed. In Phase II the contractor may support EPA Region 5 in engaging with local agricultural stakeholders to help build consensus around a yet-to-be-determined strategy for addressing nutrient and pathogen inputs to the Western Lake Erie watershed.

Project 4. Wisconsin DNR with Region 5: Serious groundwater and surface water impacts from animal agriculture have been documented in Kewaunee County Wisconsin. Under a prior contract EPA worked with Wisconsin DNR and Region 5 to assess water quality implications in the county should manure management processes evolve to exporting solids from the watershed and spray irrigating the "tea water". In Phase II of this project the contractor may support development of implementation strategies and providing technical expertise to aid stakeholder involvement and decision-making.

Deliverables and Schedule: For specific deliverables, see project narratives (above). During this option period EPA expects that no more than 2 of the above projects will be initiated, though several have been described since the timing is uncertain at the time of establishing this work assignment. Should a project,

substantially different than those above, rise to the top of the schedule, the WACOR will amend the performance work statement. The contractor shall provide draft schedules within 2 weeks of receiving technical direction from the WACOR to initiate the project, unless the TD provides a different schedule. Projects likely will commence with a call involving all relevant parties. Schedule shall include time for reviews of all materials by all relevant parties, and other tasks as appropriate to the project. For projects identified after this work assignment is initiated, specific deliverables and schedules will be negotiated with the contractor as project details are identified and refined. During this four-month option period is unlikely that either project will be brought to fruition, so schedules will include initial tasks.

Task 2. Options for More Effective Nutrient Management at Animal Feeding Operations

The CAFO regulations rely heavily in robust implementation of Nutrient Management Plans (NMPs), and the adequacy of NMPs is based to a large degree on the efficacy of nutrient technical standards for land application of manure. An EPA assessment of 18 state technical standards a few years ago concluded that they are very state-specific, are articulated in a wide variety of ways and, in spite of objectives to the contrary, they are not necessarily protective of water quality. Assessments of NMP implementation reveal that many producers don't have them, and a notable number of the ones who do, do not adhere to them. In addition, nutrient management planning and implementation, per the CAFO regulations, is convoluted for both the producer and the regulator. The contractor will support EPA exploration of options for implementing more effective nutrient management to meet CWA water quality objectives. A secondary goal is identification of approaches that are easier for producers to implement and for inspectors to verify. Efforts will include exploring, through research and modeling, soil nitrogen and phosphorus thresholds and their links to *in situ* water quality, i.e., walking backwards from water quality standards to determine nutrient application rates that will ensure that water quality standards are not exceeded, and/or best management practices that can be implemented with predictable performances under a wide array of nutrient inputs. Outcomes may include a recommended process, an algorithm or a calculator for nutrient technical standards or other options for obtaining more effective nutrient management. EPA anticipates that this is a 2-year undertaking that will require lots of research, consultation and expert input. The contractor and EPA will jointly develop a process to meet the objectives. Tasks may include: evaluation of promising existing frameworks for establishing nutrient standards (including international approaches) or performance standards; consulting an array of technical experts (could also use SERA-17); evaluating soil nitrogen and phosphorus threshold concentrations and their links to water quality (possibly on a regional basis) that could be used as benchmarks in nutrient management; coordinating beta-testing or peer review; and other tasks. Later phases of the project may also include assisting one or more interested states in refining their nutrient management approach or incorporating it into a permit. During this option period, accomplishments shall include development of a work plan that includes short- medium- and long-term tasks, convening the necessary technical expertise, and compiling relevant technical/scientific information to support the ongoing process.

Deliverables and Schedule: Deliverables and schedule will be refined in the course of the project. Initially the contractor will work with a small group of EPA staff to develop the scope and details of the project. The contractor shall provide a draft of the requested information and analyses per the schedule provided with technical direction from the EPA WACOR. Final versions of products will be delivered per an approved project schedule.

Task 3. Nutrient Management Framework for Poultry and Egg Animal Feeding Operations

The contractor will support EPA in exploring options for simplified nutrient management planning frameworks for the poultry and egg industry, e.g., for dry litter operations. Tasks may include developing a list of criteria that constitute effective nutrient management for dry litter by consulting with industry, academic/technical experts in water quality and nutrient management, and state/regional NPDES program

staff; conducting the necessary research and verifications to determine if a simplified method would effectively protect water quality and/or satisfy regulatory requirements; compiling a template or method for nutrient management planning; and piloting the new or refined approach. The scope of this work would likely apply (at least initially) to small and medium animal feeding operations, which could limit implications with respect to the federal CAFO regulations. Tasks for this option period would include consultation with relevant stakeholders to ensure important perspectives and desired outcomes are considered; compilation of relevant information, including key elements of nutrient management planning in different parts of the U.S.; and development of a strategy to achieve the objectives of this task. Development of a methodology and/or a template, including the possibility of a pilot project, would not likely be undertaken until the next option period, but should be considered in strategy work plan development. Some of the work associated with this task may be done in conjunction with Task 2, including the possibility of a pilot project.

Deliverables and Schedule: The contractor and the WACOR will agree upon a schedule of tasks and deliverables appropriate for this option period.

Task 4. Market Research for the Nutrient Recycling Challenge

EPA is partnering with the dairy and swine industries to develop an Innovation Challenge to accelerate development and use of technologies that can recover nitrogen and phosphorus from animal manure and generate value-added products. See: <https://www.epa.gov/npdes/animal-feeding-operations-afos-manure-nutrient-management-technologies>.

The competition has four phases in which innovators can turn their concepts into designs, and eventually, into working technologies to be piloted on livestock farms. In Phase I, which ended January 15, 2016, EPA received 75 concept papers from around the world, and selected 34 submissions to continue on to Phase II of the challenge.

Phase II of the Nutrient Recycling Challenge is a non-competitive incubation program to support innovators as they develop Technology Designs based on their submitted concepts. Phase II began in October 2016 and is only open to the 34 teams selected in Phase I. EPA and its partners are supporting challenge participants with informational webinars and workshops, opportunities to learn about livestock operations, mentorship, and feedback that can maximize their ability to develop designs for effective and affordable technologies.

In conjunction with Phase II of the Nutrient Recycling Challenge, EPA plans to provide innovators information on potential markets for their technologies and the products they generate. Nutrient recovery technologies can recover and concentrate the nitrogen (N) and phosphorus (P) in animal manure into products with potentially higher fertilizer and economic value than raw manure. However, these technologies are not yet economically feasible in all situations, and the existing and potential markets for the products that such systems generate are poorly characterized. The objective of this project is to characterize the current and potential markets for manure-based, nutrient-containing products generated by nutrient recovery technologies. Higher value products should be identified to the extent possible, such as those that command higher prices because they can be used on human food crops (per FSMA regulations), or can earn “organic” or other certifications. In addition to characterizing current and potential markets, the project should also concisely summarize which manure-based products have the highest real or potential value and in what specific market(s).

Deliverables and Schedule: By March 31, 2017, the contractor will receive initial research and an outline from the EPA WACOR. The contractor will review the outline and initial research, provide comments/edits, and develop a final draft outline 2 weeks from receiving initial technical direction from

the WACOR. EPA will review the outline and provide edits. The contractor will finalize the outline based on EPA input, 1 week from receiving technical direction from the WACOR. The contractor shall develop a 15-20 page report that characterizes current and potential markets for manure-based, nutrient-containing products and summarizes which manure-based products have the highest real or potential value and in what specific market(s), as described in the project objective. The contractor shall provide a draft report within 2 months of receiving this technical direction from the WACOR. The final report shall be provided within 4 weeks of receiving comments from EPA on the draft. A final product should be available by June 30, 2017. Internal EPA reviews will affect the final release date. These schedules may be revised in consultation with EPA. If additional time is needed, this project may be extended into the next Option Period, but in no case will the deadline for the final product be extended beyond September 30, 2017. Research activities undertaken by the contractor may include: economic analyses of value-added manure-based products; industry analyses and market research; and social science research (e.g., interviews and surveys with potential consumers). A combination of primary and secondary research may be required to address project objectives.

Task 5. Logistical Support for Animal Ag Partnership Projects and Events

EPA convenes and collaborates with two particular animal agriculture stakeholder groups. Under this task the contractor will provide logistical support for:

- The Nutrient Recycling Challenge (described in the prior task), and
- The Animal Ag Discussion Group. AADG is an informal group of animal agriculture stakeholders including representatives from the U.S. Department of Agriculture (USDA), all sectors of the animal feeding industry and their associations, academia, and states. The group convenes via meetings and calls, as well as on farms and at agricultural events around the country, to keep lines of communication open and develop a shared understanding of how to achieve viable agriculture and clean water. <https://www.epa.gov/npdes/animal-feeding-operations-afos-animal-agriculture-industry-partnerships>

The contractor may: provide support for development of outreach materials such as lay-out and graphics; provide logistical support for partner meetings and forums; provide web services support, as needed; and other related tasks as communicated through technical direction by the WACOR.

Deliverables and Schedule: Deliverables and schedules will be specified with technical direction and schedules developed with the contractor on a case-by-case basis.

Task 6. Collaborative Animal Agriculture Education Project

Under a prior contract, EPA worked with the Livestock and Poultry Environmental Learning Center (LPELC), with input from the Animal Agriculture Discussion Group (AADG), to develop an educational program hosted on the LPELC website. Phase I of the project, the Overview Module, developed web-based materials to facilitate two-way understanding of livestock and poultry management systems and water quality. In Phase II of this project, to be completed under this task, the contractor will work with EPA, NRCS, LPELC and AADG to develop the next module in the series, specifically on conservation practices and NRCS technical and funding assistance. This module is being supported by NRCS through an interagency agreement and will also be developed with LPELC and presented on the LPELC website. The module will include web content supplemented by other media, such as videos and maps. The contractor shall assist in development of these materials. The contractor may also assist in refinement and updating of the Overview Module materials, as determined to be necessary by EPA. The contractor will be involved in phone calls and other exchanges with all parties noted above to develop the outline, to solicit and collate comments, and to finalize the materials. This module must be completed no later than September 30, 2017.

Deliverables and Schedule: An outline of the materials and a proposed schedule will be provided to EPA within 14 days of receiving technical direction from the WACOR to commence work. Draft video scripts, draft web content and all other draft materials shall be provided to EPA for review and approval according to the approved schedule. Final products shall be provided to EPA within 2 weeks of receiving comments from EPA on the drafts, unless an alternate schedule is agreed upon.

Task 7. Assess NPDES Permit Thermal Limits

The contractor will assess the ways in which thermal limits are expressed in NPDES permits, i.e., heat load, changes in temperature (influent vs effluent), actual temperatures, and the frequencies, i.e., averages, maximums. This effort will include compiling and reviewing a number of existing permits, and may include contacting State and EPA Regional NPDES programs. Working with the EPA temperature team, the contractor will help formulate examples of some of the most effective ways limits could be expressed under specific conditions, e.g., waterbody types and discharge types.

Deliverables and Schedule: The contractor shall provide a draft of the requested information and analyses per the schedule provided with technical direction from the EPA WACOR, and a final version of the requested information and analyses within 1 week of receiving comments from the EPA WACOR on the draft materials, unless additional research is warranted and an extended schedule agreed upon.

Task 8. Assess Long-Term Precipitation Data Sets

Historic precipitation data sets often span more than 50 years, and until recently all those data were used in making estimates of precipitation, assuming relative stationarity in these data. However, in some regions experiencing notable changes in precipitation frequency, intensity and amount, it may be more appropriate to use a subset of those data, i.e., the more recent data, to obtain the most accurate characterization of current conditions. The contractor will develop a summary of current and evolving scientific information on the use of precipitation data sets in applications such as permit development or wastewater/stormwater design where the estimation of the size of various percentile storms is relevant. To the extent some of the recent developments in this area may not yet be published, this effort will likely include talking with relevant experts at other federal agencies or in academia. EPA will help identify the relevant experts. The contractor's assessment will include ways in which data sets can be statistically evaluated to determine if there are changes over time that warrant the exclusion of some subset of the data.

Deliverables and Schedule: The contractor shall provide a draft of the requested information and analyses per the schedule provided with technical direction from the EPA WACOR, and a final version of the requested information and analyses within 1 week of receiving comments from the EPA WACOR on the draft materials, unless additional research is warranted and an extended schedule agreed upon.

Quality Assurance Statement:

A quality assurance project plan (QAPP) is not required for Tasks 5 and 6 of this project because they do not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making. EPA anticipates that some of the information collected as part of this work assignment under Tasks 1, 3, 4 and 7 may be secondary data and will be collected from publicly available information sources. However, EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). Tasks 2 and 8 likely require the use of environmental data and should be supported by a QAPP developed by the

contractor and reviewed by the EPA WACOR and the QA Coordinator. The contractor shall submit the QAPP within 15 days of the submittal of the work plan.

Level of Effort:

The EPA estimated level of effort for this work assignment is 857 hours.

Other Requirements:

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain bi-weekly telephone contact with the EPA work assignment manager (WACOR) to provide updates on progress and problems. All documents shall be delivered in the word processing format compatible with EPA, HTML, and/or PDF format, as requested by the EPA WACOR. The contractor shall notify the EPA WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the EPA WACOR. The contractor shall not release information or comments on works performed under this work assignment without the EPA WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the EPA WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on CD in a format compatible with Water Permits Division hardware.

Travel

All non-local travel shall be authorized in advance by the EPA Project Officer and shall be in accordance with the contract. Travel for any single task should not exceed \$1,000 unless trip has been pre-approved.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

No single event under this Work Assignment is anticipated to exceed \$5,000. The Contractor shall immediately notify the EPA Contracting Officer, CL-COR and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$5,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-22			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-16-003		Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number		Title of Work Assignment/SF Site Name NPDES ICR Support					
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 03/01/2017 To 06/30/2017			
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
07/01/2016 To 06/30/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Amelia Letnes <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5627 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>2/28/2017</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 0-22**

TITLE: Support for NPDES Data Collection and Information Management

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Amelia Letnes Phone: (202) 564-5627 Fax (202) 564-9544 letnes.amelia@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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PERIOD OF PERFORMANCE: March 1, 2017 through June 30, 2017

Background:

Under the Paperwork Reduction Act (PRA) of 1995, the Agency is required to obtain Office of Management and Budget (OMB) approval before it can request the public to submit information or retain records, be it via paper or electronically. The package of materials describing an information collection that is submitted by the Agency to OMB is called an "Information Collection Request" or "ICR." Any monitoring, reporting, or record keeping requirement imposed on non-federal respondents by EPA will require an ICR. When an ICR is needed, it is subject to OMB review and approval regardless of whether the information is collected voluntarily, or is required to receive a grant or a benefit. Often, the information collection effort is aided by the use of OMB-approved forms associated with the ICR. As with all information collection activities, EPA must routinely evaluate its forms and make modifications as necessary to reflect current responsibilities and identify opportunities to streamline information collection efforts. Preparing an ICR requires that EPA estimate the burden incurred by respondents and the Agency for collecting, reporting, and maintaining the necessary information.

EPA has a working draft NPDES ICR that covers all NPDES data collection. This is a new consolidation of multiple existing ICRs, and also changed format from the EPA template to the OMB template. EPA will provide the contractor with the consolidated ICR and supporting documentation as well as any of the previous ICRs needed for the work.

Scope of Work:

This work assignment provides for support to the Water Permits Division to address ongoing data collection needs as well as to begin to resolve information management challenges. The Contractor shall provide technical support to EPA under the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

The document has been drafted and reviewed, but edits continue to come in that need to be

addressed. The contractor should also work to become familiar with the materials so that they will be prepared to address any public comments on the draft ICR.

Task 1: Finalize Draft ICR

EPA has a draft consolidated ICR that is still undergoing staff and management review. The following ICRs have been included in the consolidated ICR:

ICR Number	Title	Expiration
2040-0250	Consolidated Animal Sectors ICR	05/31/2019
2040-0284	Pesticides General Permit ICR	03/31/2019
2040-0241	Cooling Water Intake Structures - New Facility	11/30/2019
2040-0004	Consolidated NPDES ICR	12/31/2017
2040-0009	National Pretreatment Program: Streamlining Final Rule	04/30/2019
2040-0257	Cooling Water Intake Structures Existing Facility (Phase II)	10/31/2017
2040-0268	Cooling Water Intake Structures at Phase III Facilities	07/31/2017
N/A	Steam-Electric ELG	N/A
N/A	E-Reporting Rulemaking	N/A

Activities under this WA include:

1. Respond to EPA comments on draft ICR documents and revise as necessary
2. Revise draft Federal Register notice as necessary based on edits to ICR document
3. Prepare draft responses to public comments on the draft supporting statement
4. Prepare final ICR(s) supporting statements
5. Prepare materials for submission to OMB

Task 1 Deliverables:

March 15 - EPA will provide all necessary materials, including comments, to the contractor no later than

April 1- Revised draft (including all appendices and supporting documentation such as excel sheet and FR notice) will be due back to EPA

Mid June – EPA will provide any public comments to the contractor, and a response to comments will be prepared. Deliverable date will be determined through TD once the final PN date is known and the number of comments.

Level of Effort:

EPA estimates 100 hours for this task

Task 2: Quality Assurance Project Plan

QAPP Requirement. EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). The following deliverables may contain environmental data: ICRs with estimated costs and burdens, documents associated with ICR development (e.g., ICR supporting statements, EPA response to EPA and public comments on the draft ICRs, Form 83-1, action memos, fact sheets, consolidated ICR plans) outlines of information

and issues (such as data gaps) to be addressed, and additional deliverables specified in technical directives. If these deliverables do contain environmental data, a QAPP is required to describe the /contractor's plan for assuring the quality of these data over their life cycle. The contractor may begin work on data-related activities (e.g., data generation, data management, data distribution, or data use) described in Tasks 1 of this work assignment pending QAPP approval. All data-related activities shall be conducted in accordance with the Office of Water Quality Management Plan (QMP).

Task 2 deliverables: The contractor should submit the updated QAPP within 30 days of the receipt of this work assignment. The contractor should confer with the WACOR and QA Coordinator to discuss updating the QAPP should any questions or need for clarification arise. Monthly progress reports should describe (a) the contractor's progress on implementing the QAPP and resolving old data quality issues, and (b) any new issues.

OTHER REQUIREMENTS

Reporting

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as free from viruses.

Travel

No travel other than local travel is expected under this work assignment.